

Example Milestone table

The Table below provides examples of milestone description, milestone activities, and also evidence of milestone completion. The table also includes budget by milestone including cash co funding and in kind provision.

In general, milestones should represent the key large outputs or deliverables of your project. Activities are the actions that need to be completed for the milestone to be achieved and success measure or evidence of completion is how you will know that the milestone has been delivered.

Section 3: Funding and Milestones (example only)

Milestones

List all significant events that lead to the successful delivery of your project (i.e. completion of the project's outcomes or objectives). List between 1 to 3 milestones per year depending on your project.

Note that funding payments will be made upon successful completion of a milestone. Evidence of milestone completion will be required. Please ensure that the payment dates below match your planned cash flow for the project.

Please provide all figures in GST exclusive terms.

No	Due Date	Milestone Description	Activities Undertaken	Deliverables/Evidence of Completion	SFF Funding	Non-SFF Cash	In Kind Contrib	Total
1	30/08/2014	Project design and setup	Year 1 Project plan developed and agreed by all stakeholder; 1. Confirm project team members to represent stakeholder interests 2. Stakeholder meeting held with 100% invited attendance (or through conf call), outputs from project agreed 3. Workshop with xxxx, xxxx, and other relevant industry stakeholders to scope the problem and methods for approaching the problem 4. Contract with xxxx, xxxx (maybe science provider or other key 3 rd party) agreed and signed off 5. Communication plan developed to ensure: <ol style="list-style-type: none"> Good stakeholder buy-in Appropriate tools developed Use of effective extension outlets from stakeholders 	<ul style="list-style-type: none"> First Stakeholder meeting minutes and project team members confirmed Scoping workshop report Copy of signed contract with xxxx Communication plan developed 	\$20,000	\$5,000	\$2,000	\$27,000

2	30/06/2015	Project completion - evaluation and dissemination to wider COI	<ol style="list-style-type: none"> 1. Gathered of raw data, analysing for trends and results, individually and collectively. 2. Prepared draft report, arrange peer review and finalise 3. Met with project team and other relevant stakeholders 4. Risk management reporting 5. Presented results and evaluation report to all stakeholders 6. Prepared website content and media releases 7. Met with media, industry organisations, conference organisers, government agencies and local authorities to present findings and results 8. Project completion reporting 	<ul style="list-style-type: none"> • Evaluation report, including: <ul style="list-style-type: none"> ○ Evidence of uptake and documented YouTube style feedback ○ Peer review of suitability/scalability of e-tool ○ Lessons learned across whole project ○ Mark-up against original project targets and finalisation of comms plan for final stage of project ○ Risk/mitigation assessment for wider roll out of tool ○ Meeting register and PowerPoint presentations incl participant feedback ○ Media clippings and website link to tool and YouTube style feedback ○ Future roadmap for tool after completion of project 	\$65,000	\$10,000	\$5,000	\$80,000
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